

**SOUTH LEWIS COUNTY AIRPORT**  
**REQUEST FOR QUALIFICATIONS**  
**for**  
**AIRPORT PLANNING SERVICES**

Lewis County, Washington, is requesting interested firms to submit their qualifications for planning services to develop an Airport Master Plan Update for the Ed Carlson Memorial/South Lewis County Airport (Also known as the Toledo, WA Airport). This project is anticipated to be funded in part by the Federal Aviation Administration (FAA) and Lewis County. It is the Lewis County's desire to have selected a consultant and negotiated a contract by that time so that work can begin as soon as the grant funds are available.

**QUALIFICATIONS**

Qualifications will only be accepted from firms that can demonstrate having had a broad background and extensive experience in the field of airports and airport master planning.

Responses are due in 1 original unbound copy, 1 electronic copy, and 3 comb-bond copies with a maximum of 25 single-sided 8.5" by 11" pages in 12 point font, no later than 9:00 a.m. on Monday, July 23, 2012.. Submittals should be marked "**Airport Planning Services**" and be addressed to:

Donna Olson  
Lewis County Community Development  
2025 NE Kresky Ave.  
Chehalis, WA 98532

Submittals will be evaluated by the below-listed criteria. They should be organized and identified in the same order.

1. Capability and experience to perform all or most aspects of the project.
2. Recent successful experience in airport planning projects comparable to the proposed project. This item includes demonstrated ability to meet schedules or deadlines, and demonstrated past performance to complete projects without significant cost escalations or over runs.
  - a. Please provide a list of **all** current airport planning projects, as well as any which have been completed in the last three years. List the project manager you assigned to each

project. Identify the starting dates for all projects, and the completion dates (where completed).

- b. List the airport sponsor's name and the name and telephone number of the sponsor's contact person for each project identified.
3. Evidence that the consultant has established and implemented an Affirmative Action Program (see note in Selection section below).
4. Key personnel's professional background and qualifications, including the project team for this project. Define their roles and extent of participation anticipated for this project. Provide a list of all projects worked on by the proposed project manager in the last three years, including an identification of this person's role/responsibility for each project.
5. Current workload of firm and key personnel. List the anticipated percentage of time the project manager will have available for this project.
6. Demonstrated ability and experience in facilitating and leading a public involvement process/program.
7. Qualifications and experience of subconsultants who will participate in the project. Please identify the portions of the project anticipated to be performed (in part) by subconsultants.
8. Quality of projects previously undertaken. Please provide loaner copies of at least two completed studies of a similar nature involving key personnel anticipated to work on this project (these will be returned to you).
9. Experience and qualifications of your firm in complying with the requirements of the FAA AIP grant program, as well as familiarization with FAA Advisory Circulars, FAA standards, and the FAA planning process.
10. Ability to manage and complete projects that may be a considerable distance from your offices. Please include a description of where your key personnel for this project will be based, as well as the amount of travel anticipated, and other items you consider important to demonstrate this ability.

## **SELECTION**

The selection process shall be in accordance with Chapter 2 of FAA Advisory Circular (AC) 150/5100-14D, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. Additionally, contracts will be subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause).

The selection of the firm to do the work will be done by an airport subcommittee. After the deadline for receipt of qualifications, the subcommittee will review the qualifications and may select one firm to negotiate a contract based upon a mutually-understood, detailed (as opposed to general) scope of work. If deemed necessary by the subcommittee, at least two (but not more than three firms may be invited for interviews. The final selection of the firm with which to negotiate a contract will be based upon the qualifications criteria listed above, as well as:

1. Ability to demonstrate an understanding of the project's needs and special challenges, and the sponsor's special concerns.
2. Degree of interest and responsiveness shown in undertaking the project.
3. Overall quality of the response.
4. Demonstration of past ability to meet your clients' needs.

Lewis County reserves the right to negotiate with and/or award a contract to other consultants sequentially ranked (by the airport subcommittee) behind the selected consultant in the event that Lewis County and the selected consultant negotiate but are unable to agree upon a detailed scope of work or cost of contract.

### **ADDITIONAL INFORMATION**

**No cost or fee schedules shall be submitted.** FAA grant guidelines require cost and fee information to be presented during contract negotiations after the selection of the most qualified consultant with which to negotiate.